

**JPL LABOR HOUR CONTRACT - BILLING INSTRUCTIONS**  
**Invoice Exhibit A**

The following items are referenced on attached sample invoice form.

1. Subcontractor's name and address, including zip code.
2. The mailing address where payment can be forwarded, if different from the main address.
3. JPL mailing address for subcontract invoices.
4. Contractor invoice number.
5. Date of invoice preparation. Backdating of invoices is unacceptable.
6. JPL week ending date(s). Monday through Sunday represents the JPL work week.
7. The JPL contract number.
8. Payment terms as agreed upon, usually net 30 days.
9. Consecutive Page numbering.
10. Enter a description of the item(s) invoiced. These include labor, travel and other direct cost (ODC) items allowable per contract terms and conditions.
11. JPL Badge number assigned to contractor personnel.
12. The Contract Work Order (CWO) number as assigned by JPL.
13. Hours worked for the contractor's employee for the specified week ending.
14. The hourly rate(s) as stated on the CWO
15. Hours worked multiplied by the hourly rate (Item 13. X Item 14. above).
16. Contractor employee's name.
17. The JPL Project and Task Number as supplied to the contractor's employee.
18. A subtotal, per employee, of straight time hours, overtime hours and extended dollar amounts.
19. Invoice total on final page of the invoice.
20. Cumulative total hours and dollars by contractor employee.
21. Amount withheld for Retention Fee as stated in contract terms.
22. The signature of the contractor's company authorized representative who can attest to the validity and accuracy of the charges appearing on the invoice.
23. Total Contract Value (also known as Total Estimated Cost).

**JPL Supplier Payment Section**  
**11/30/00**

Date

Refer to: 214-RNN:wfi

Contractor's Name/Address  
XXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXX

Billing Instructions  
Labor Hour Contract No: XXXXXXXX

Dear Sirs:

Labor Hour Contracts awarded by the California Institute of Technology/ Jet Propulsion Laboratory (the "Institute" or "JPL") are cost reimbursable and subject to an audit of billed costs by JPL or the cognizant audit agency. It is our understanding that your basic accounting records are kept at the above address. If that is not the case, please advise us.

Please submit the original and two copies of your commercial invoices to the Jet Propulsion Laboratory, Subcontract Payment, Mail Stop 601-208. The contractor's name on invoices must be the same as stated in the Contract. Remittances will be made to the address on the invoice unless a separate "Remit to:" address is indicated.

Costs billed in accordance with contract terms will be provisionally paid, subject to audit. At any time before final payment under this Contract, JPL may audit or have audited invoices previously paid. Upon receipt of the invoice you designate to be your "Completion Invoice," a final audit will be performed or requested.

A sample invoice format is attached as Exhibit A, along with associated instructions. Upon submission, each invoice will be reviewed for adequacy. Any invoice found to be inadequate will be returned for correction and resubmission. If any questions arise with respect to your billing, please do not hesitate to contact the assigned Payment Analyst. If a conference is requested for further clarification, please contact the Acquisition Staff Member, for meeting arrangements.

Sincerely,

\_\_\_\_\_, Manager  
Supplier Payment Services Group

Attachments (2)

cc:

## LABOR HOUR INVOICE - EXHIBIT A

Company Name & Address

SOLD TO: JET PROPULSION LABORATORY  
4800 OAK GROVE DRIVE  
PASADENA, CA 91109

INVOICE NO:

INVOICE DATE:

REMIT TO:

ATTENTION: SUBCONTRACT PAYMENT  
M/S 601-208

WEEK ENDING:		JPL CONTRACT NO:				TERMS:			PAGE NO:		
DESCRIPTION	BADGE	CWO	CURRENT HOURS		RATE		CURRENT EXTENSION	CUMMULATIVE TO DATE			
			S/T	O/T	S/T	O/T		S/T HRS.	O/T HRS.	DOLLARS	
SUBTOTAL											
SUBTOTAL LABOR											
WITHHOLD OF RETENTION FEE											
I hereby certify that the above bill is correct and just, that payment therefore has not been received, and that the bill is presented with the knowledge that the amount paid hereunder will become the basis of a claim against the United States Government.					<b>TOTAL CURRENT INVOICE</b>			<b>CUMMULATIVE TO DATE</b>			
					S/T HOURS	O/T HOURS	DOLLARS	S/T HOURS	O/T HOURS	DOLLARS	
								\$ -			

I hereby certify that the above bill is correct and just, that payment therefore has not been received, and that the bill is presented with the knowledge that the amount paid hereunder will become the basis of a claim against the United States Government.

**SIGNATURE**

# LABOR HOUR INVOICE - EXHIBIT A

\*\* SAMPLE INVOICE \*\*

\*\* SAMPLE INVOICE \*\*

NEW SPACE ENGINEERING, INC.  
123 VOYAGER LANE  
SPACE CITY, CA 95678

SOLD TO: JET PROPULSION LABORATORY  
4800 OAK GROVE DRIVE  
PASADENA, CA 91109

INVOICE NO: 102394

INVOICE DATE: 12/22/2000

REMIT TO: FILE 12000  
P. O. BOX 2001  
PASADENA, CA 91106

ATTENTION: SUBCONTRACT PAYMENT  
M/S 601-208

CONTRACT VALUE: \$350,000

WEEK ENDING: 12/17/2000		JPL CONTRACT NO: 1234567		TERMS: NET 30 DAYS		PAGE NO: 1 OF 1				
DESCRIPTION	BADGE	CWO	CURRENT HOURS		RATE		CURRENT EXTENSION	CUMMULATIVE TO DATE		
			S/T	O/T	S/T	O/T		S/T HRS.	O/T HRS.	DOLLARS
Goode, James B. 12345-1.33.4A 34256-2.03.222.4	102356	002	32.0 8.0		15.00 15.00	23.00 23.00	480.00 120.00			
(18) SUBTOTAL			40.0	0.0			600.00	153.0	25.0	4,114.00
Smith, George 23M56-45.6F.2 1F590-3.56.99.001 34545-1.01	103556	014	24.0 4.0 12.0		20.00 20.00 20.00	20.00 20.00 20.00	480.00 120.00 280.00			
SUBTOTAL			40.0	4.0			880.00	40.0	4.0	880.00
SUBTOTAL LABOR			80.0	4.0			1,480.00	193.0	29.0	4,994.00
WITHHOLD OF RETENTION FEE							(74.00)			(249.70)
(19) TOTAL CURRENT INVOICE								CUMMULATIVE TO DATE		
			S/T HOURS	O/T HOURS	DOLLARS		S/T HOURS	O/T HOURS	DOLLARS	
			80.0	4.0	\$ 1,406.00		193.0	29.0	\$ 4,744.30	

I hereby certify that the above bill is correct and just, that payment therefore has not been received, and that the bill is presented with the knowledge that the amount paid hereunder will become the basis of a claim against the United States Government.

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SIGNATURE

## LABOR HOUR INVOICE - EXHIBIT A

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